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**CONFIDENTIAL**

16 June 1958

MEMORANDUM FOR: Director of Personnel  
Chief, Management Staff

SUBJECT : Proposed Revision of the Table of Organization for the Office of Personnel.

REFERENCES : (a) Memo dtd 7 May 58 to A-DD/S thru C/Mgmt Stf fr D/Pers,  
subj.: "Revision of Table of Organization for the Office of Personnel."  
(b) Memo dtd 28 May 58 to DD/S fr C/Mgmt Stf, same subject.

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1. The proposed revision of the table of organization for the Office of Personnel with a ceiling of [redacted] as presented in reference (a), is approved.

2. In confirmation of our discussion of this matter on 13 June 1958, it is my belief that the Projects and Procedures Staff should eventually be very substantially reduced. The functional statement for this unit would indicate that its primary role is to write Regulations, and while I have not been well impressed with its effort to date I am convinced that we should emphasize quality, not quantity, in this Staff.

3. I also believe that the Staff of the Deputy Director of Personnel for Planning and Development should eventually be further reduced.

4. Reference (b) points out that "little standardization exists among Personnel units in these organizational elements (DD/P Personnel units) and the methods for personnel handling and processing vary considerably", and again raises a question as to whether the total number of Agency employees engaged in Personnel activities is excessive. This is an important question which has been raised many times in many different ways and never been answered to my satisfaction. I consider it very important that this matter be studied thoroughly with the aim of standardizing, where possible, the various Personnel organizational units, streamlining procedures, and reducing the number of employees engaged in Personnel work. The Director of Personnel is requested to proceed with this study and to submit a progress report of accomplishments to this Office on 15 September 1958.

OO/S:LKW:laq

Distribution:

- C - S - 1 - Add w/2cc of ref (a) & (b)
- 1 - C/Mgmt Stf w/1cc of ref (a) & (b)
- 1 - Comp w/1cc of ref (a) & (b)
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- 1 - DD/S reading w/1cc of ref (a) & (b)

13/  
L. K. White  
Deputy Director  
(Support)

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